

Embassy of the United States of America

Khartoum, Sudan

November 5, 2020

November 10, Update rescheduling the site visit

Dear Prospective Vendors,

Subject: Request for Quotation NO: 19SU4021Q0002

The US Embassy Khartoum would like to call for qualified contractors/vendors for **Water filters Periodic Maintenance at USG Residential locations**, you are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

- 1- Standard Form SF-1449
- 2- Basic information, statement of work or specifications and technical qualifications.

The Embassy plans to award this project to responsible company submitting lowest price technically acceptable. We intend to award this project based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. You are encouraged to make your quotation competitive.

You are also cautioned against any collusion with other potential offerors regarding price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

A site visit will be held **November 18, 2020** at 10:00. Prospective bidders should contact **Aisha Suliman** at Sulimanaa@state.gov OR on phone number +249-1-870-22562 no later than **November 17, 2020** at 14:00 for additional information and to arrange entry to the property.

Please read the RFQ carefully, and if you are interested Return the completed SF-1449 to:

The U.S. Embassy
Procurement Section / GSO
P.O. Box 669,
Kilo 10, Soba

Oral quotations will not be accepted.

quotation due date November 19, 2020 at 16:30.

Sincerely,

Jolanta Mikiewicz

Contracting Officer

STATEMENT OF WORK
Water filters' Periodic Maintenance
(Sand & Cartridges)
USG Residential locations
USA EMBASSY KHARTOUM, SUDAN

2020

1. Summary of Work

1. The Contractor shall provide all management, tools, equipment, and labor necessary to maintain/repair the existing sand and cartridge water filters in several locations owned or leased by the USG.
2. The duration of the contract shall be two years.
3. This project requires a specialized contractor to carry out the job responsibilities.
4. Contractors are advised to visit and verify the sites' conditions to develop their proposal.

2. Submittals

1. Cartridges samples and full specifications
2. Contractors company profile and summary of previous works

3. Scope of work

1. The contractor shall furnish sufficient personnel with the technical knowledge and experience necessary to safely complete the work.
2. The Contractor shall provide all labor, material, spare parts, tools, equipment, supervision and other related items required to maintain, service and/or replace the existing sand and cartridge filters in various residential locations as stated in the list below, as per scope of work, specifications and contract clauses.

3. Sand filters

- a. The contractor shall inspect, service and maintain all the sand water filters, as shown in table #1, **twice per week**, this includes but not limited to filters, controlling valves, pipes, general cleaning (exterior and interior) and backwash procedures for the filters in accordance with the manufacturer's recommendations.
- b. **During the period: 1st of November till the end of May (Non-flood season):**
The contractor shall increase the inspection/backwash visits as needed to obtain the required best quality of filtered water as approved/requested by the COR, at least **3 times per week**.
- c. If requested by the CO (Contracting officer) or the contracting officer representative (COR), the contractor shall provide more frequent visits to ensure the filtered water is up to highest standards. The contractor shall inform and arrange with the COR.

4. Cartridges filters

- a. The contractor shall inspect the water filter cartridges included in table #2 below, **twice per week** this includes but not limited to; filters, controlling valves, pipes, etc. This includes, but not limited to, general cleansing of the filters.

b. **During the period :1st of November till the end of May (Non-flood season):**

- The filters' cartridges shall be replaced once **every 30 days**.
- If needed, the contractor representative shall provide more frequent visits and replace the cartridges to ensure the filtered water is up to highest standards. The contractor shall inform and arrange with the COR.

c. **During the period: 1st of June till the end of October (flood season):**

- The first/ main cartridges shall be replaced every **week**.
 - The replacement of remaining cartridges shall be **once every two weeks**.
 - If needed or requested, the contractor representative shall provide more frequent visits and replace the cartridges to ensure the filtered water is up to highest standards. The contractor shall inform and arrange with the COR.
- d. ALL used/old cartridges shall be removed, marked with replacement date, and delivered to the COR for inspection and then disposed properly, unless directed otherwise by the COR.
- e. The contractor shall ensure that all the new filtered water meets the highest water standards of potable water. All the cartridges' brands and samples shall be approved by the COR prior installation.
5. The contractor shall furnish all materials, spare parts, etc.... and carry out all the necessary corrective actions for the maintenance of all the filters and its connecting systems, accessories, in accordance with the manufacturer's recommendations and the proper norms of work.
6. The contractor shall be responsible to respond and take immediate corrective actions for all emergency maintenance requests for all the water filters systems' problems in all the locations on a **24 hrs. / 7 days** availability basis. The contractor response shall be within two hours of the time of reporting, unless otherwise stated.
7. The contractor shall perform regular Preventive / Predictive maintenance as recommended by the manufacturers.
8. The Contractor shall prepare and fill up a log sheet for each sand/cartridge filter stating the date of visit, signature of the contractor's representative. The log sheet shall be hanged on clear accessible location. A copy of each log sheet shall be submitted with the monthly invoice.

9. The contractor shall be responsible to thoroughly clean/check all the water tanks in the locations, table # 3 once a year. The work shall be done by specialized team with all the needed safety precautions. Before each single tank job, A prior notice with a detailed plan shall be sent tat least 96 hrs. to the COR stating the duration of the work , all shut off time and all the draining and refilling procedures and all related issues.
10. At the end of each month, the contractor shall be responsible to submit a updated technical report, the form below along with the invoice for each filter to the Contracting officer Representative, stating the dates of his visits, the conditions of the filters, his/her recommendations, and any other valuable information if available .

11. General Conditions of Contract

I. General

- a. This is a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in attached scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account.
- b. Contractor's staff is subject to such restriction for entry and exit as are required by the Embassy's security requirement. Contractor's staff will be subject to security cleared as required by the Embassy.
- c. Any deviation from the original contract/scope of work shall be informed to COR before work begins. No additional work or changes will be carried out without a contract modification.
- d. All materials shall be new, checked and approved by COR prior to installation.

II. Responsibilities of contractor

- a. Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and equipment etc., required for completion of the work in all respects and as per the scope of the work.
- b. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.
- c. Contractor shall employ and provide specialized trained labor / engineer experienced of carrying out such type of work.

- d. Contractor should keep the site clean and accessible to Embassy employee all time.

III. Specifications

- a. Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.

IV. Execution of work

- a. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work.
- b. On award of the work, Contractor shall submit a bar chart within 3 days for approval of the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered. Contractor shall notify the COR well in advance regarding the problems, if contractor is expecting/facing during the execution of the project.
- c. For dismantling/blocking or making connection to any existing services or any shut-down, contractor shall inform the COR at least three working days in advance and proceed with the work only after the permission from the COR.

V. Materials

- a. All materials used on this work shall be new and conforming to the contract specifications as per US and Local codes.
- b. Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for approval.
- c. All materials used on the project shall be approved by the Contracting Officer Representative (COR) before use.
- d. Any changes/ substitute on material shall need to be approved by COR before proceed.

VI. Storage of materials

- a. All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

VII. Site clearance and cleanup

- a. The Contractor shall clear away all debris and excesses materials accumulated at the site and dispose it away from the Embassy premises and maintain a neat site conditions.
- b. On completion of daily work, Contractor shall remove all surplus materials and leave the site in a broom clean condition.

VIII. Workmanship

- a. Workers working on the site shall be skilled in their job and have experience in same type of job.

IX. Working Hours

- a. Working hours shall be 8:30 A.M. to 4:30 P.M. Sunday to Thursday. No work shall be done on Fridays, Saturdays, and holidays without the prior approval of the Contracting Officer.

X. Security Clearance

- a. The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name and date of delivery) to the COR at least 48 hours in advance for material deliveries.
- b. Contractor shall give his workers name at least 3 days in advance to get the security clearance. All the workers shall have the photo ID or photo ID with the company name.

XI. Safety

- a. Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction.
- b. The Contracting Officer and the Post Occupational Safety and Health Officer [OSHO] reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner.
- c. Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor's expense.
- d. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants or equipment.
- e. Contractor will use all safety gadgets e.g. hard hats, cotton gloves and goggles as required on site to avoid the accident.
- f. Any equipment or work considered dangerous shall be immediately discontinued
- g. Prior to starting a project, each contractor is required to review the work site and identify hazards that may occur while performing the job.
- h. Prior to starting a project, the contractor shall contact contracting officer, to ensure they have received pertinent information for the project including requirements for permits, floor plans, utility information, asbestos, lead based paint, and other hazardous materials.

- i. Per 15 FAM 935, contractors must provide their employees with a safe and healthful condition of employment.
- j. Contractors are expected to provide a “competent person” to implement site health and safety plan and to oversee its compliance. A competent person is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, is designated by the employer, and has authority to take appropriate actions.
- k. The contractor shall be responsible for the removal and/or disposal of hazardous waste generated from the project. Hazardous waste generated from the project must be removed and disposed of in accordance with the Department’s Hazardous Waste Management Policy as well as local rules and regulations.
- l. The contractor shall ensure proper safety, health and environmental requirements of EM 385-1-1 applicable to their project as followed.
- m. The contractor shall ensure individuals working at the site are trained and are aware of potential hazards. Contractors shall ensure that these individuals are provided with proper safety equipment to prevent accidental injury in accordance with the requirements of the contract.
- n. Contractors will report accidents to Contracting officers, Contracting officer’s representative and POSHO.

XII. Warranty

- a. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified.

Table # 1: Water Sand filters located in USG Residences

	Location No.	Filter -Brand-model	Location
1	OBO 136	Greenway	Garden City
	OBO 136 (swimming pool)	Paintair-1465	Garden City
2	OBO 293	Paintair -2162	Burri
	OBO 293(Swimming pool)	Paintair-1465	Burri
3	OBO 269 (small head)	Paintair-1354	Al Manshia
4	OBO 273(small head)	Paintair -1054	AL Gireif
5	OBO 247 (1) (small head)	Greenway- 1054	Al Taif
	OBO 247 (2) (small head)	Paintair- 1054	Al Taif
6	OBO 239	Waterco- -WD 300	Al Riyadh
7	OBO 042	Paintair- 1665	Khartoum 1
8	OBO #298	Paintair 1865	Amarat

Table # 2: Filter cartridges located in USG residences.

	Location No.	Filter -Brand-model	Location	
1	OBO 136	2 stage filter- main tank area	Garden City	Jumbo
		3 stage filter -Misting area		Jumbo
		single stage filter -pool tank area		Jumbo
		single stage filter- security gate		slim
2	OBO 269	single stage filter	Manshia	Jumbo
3	OBO 247	single stage filter	Al Taif	Jumbo
		single stage filter		Jumbo
4	OBO 042	3 stage filter- Kitchen	Khartoum 1	Jumbo
		2 stage filter - Maid quarters		slim
		3 stage filter- bedroom		Jumbo
5	OBO 298	2 stage filter	Amarat	Jumbo
6	OBO 239	single stage filter	Elriyadh	Jumbo

Table # 3: Water Tanks located in USG Residences

	Location No.	water tank size (liters)	Count	Description/location	Location
1	OBO 136	10000	1	(main Ground tank)	Garden City
	OBO 136	5000	1	(swimming pool Ground Tank)	
	OBO 136	2000	4	1 tank/2 villas (Roof)	
2	OBO 293	1000	80	Ground tanks (2 for each villa)	Burri
3	OBO 269	3000	1	(roof tank)	Al Manshia
	OBO 269	1000	2	(Ground tank)	
4	OBO 247	5000	2	(Ground tank)	Al Taif
	OBO 247	1000	8	(roof tank) 2 for each villa	
5	OBO 239	5000	1	(ground tank)	Al Riyadh
6	OBO 042	5000	2	(Main Ground tank)	Khartoum 1
	OBO 042	2000	1	(irrigation Ground)	
7	OBO #298	2000	2	(Main Ground tank)	Amarat
	OBO #298	1500	2	(Roof)	